

Job Opportunity Bulletin: 03-078**Final Filing Date: Feb. 17, 2004 or until filled.****Position:**

Staff Services Manager I
PENDING DPA APPROVAL
FREEZE EXEMPTION APPROVED

Salary:

\$4,746 – \$5,726

Location:

Facilities Development Division
1600 Ninth Street, Room 420
Sacramento, CA 95814

General Statement:

Under the general direction of the Staff Services Manager III, the incumbent supervises a team of analysts and clerical support staff responsible for performing Facilities Support functions and serves as Executive Director of the Hospital Building Safety Board.

Duties:

- Supervise a staff of eight employees including hiring, training, and performance evaluation.
- Supervise the technical development, implementation, and maintenance of the Project Logbook Database System for plan review/construction oversight activities of the Division.
- Oversee the purchase, installation, use, and maintenance of personal computers, Local Area Network and associated support equipment and software.
- Oversee Division's Records Management, Contact Management, Procurement, and Inspector of Record Certification functions.
- Serve as Executive Director to the Hospital Building Safety Board.
- Identify problems and issues in the administration of the Hospital Seismic Safety Act and bring them to the Board for discussion, study and recommendation.
- Administer the Hospital Building Safety Board/Facilities Support Unit budget and expenditures.

Desirable Qualifications:

- Ability to direct, review and evaluate the work of others.
- Excellent written and oral communication skills.
- Ability to plan and monitor an operational budget.
- Ability to handle multiple priorities and deadlines.
- Ability to facilitate meetings and accommodate the needs of a diverse group of professionals.
- Knowledge of Information Technology functions.

Who May Apply:

Application is limited to OSHPD lateral transfer, general re-employment, SROA, and surplus candidates. Appointments are subject to SROA and State surplus policies. Only the most qualified candidates will be interviewed. Interested parties should submit a standard State application form #678 and a resume to:

OSHPD - Facilities Development Division
Attention: Pat Friel
1600 Ninth Street, Room 420
Sacramento, CA 95814

For further information contact Barbara Martinez (916) 654-2019. **(03-078)**